

**Whitehorse Pre School Association**  
**General Meeting Minutes**  
Enrolment Officers  
August 21, 2010  
7.30 pm  
Box Hill Town Hall Hub  
Meeting Room D

**7.30pm – Welcome by WPSA Committee, and informal networking amongst participants**

**7.30pm – Opening Address by Kim**

- Delayed address due to fire drill.
- Slow response to waitlist letters, a letter has been sent to all 4 year olds on a waitlist to advise them of vacancies. There seem to be a few vacancies more than previous years. Letter will be sent in early 2011 to everyone on a waitlist, to let them know positions are available.
- Purpose of the meeting to discuss the enrolment process. Most people have found it easy because of information distributed and information sessions that have been held.
  
- **7.40 Wait list and applications**
  
- One issue, the amount of time applicants on the waitlist should have to respond to kinders when a position becomes available. The applicant should be given 24 hours of receiving notification, via email or phone message etc to respond to the kinder regarding the position.
- If someone takes a position at an alternative kinder they can stay on the waitlist for their preferred kinder. The applicants on the waitlist need to inform the WPSA if they want to be removed from the waitlist from their first choice if they are happy with their alternative. The WPSA will then inform the enrolment officer of the change to their waitlist.
- After a particular date, the WPSA send out another letter for people on the waitlist when they have taken another position to ask them to inform them by a certain date if they want to stay on the waitlist for their preferred kinder.
- Feedback on the enrolment information package sent out by the WPSA was very good for the enrolment officer. Quote “My bible.”
  
- **7.55 Feedback on the application process as parents.**
- Kim- As parents when you apply for the kinder how did you feel about the process? A copy of the selection criteria for the kinder is sent to all applications. It is communicated through the confirmation of their enrolment that they cannot repeat 3 year old kinder, unless recommended by the kinder.
- 8.00 Deferring of children to start kinder, (Nov-Dec birth date deferring, sometimes). WPSA contact the applicant to double check that they wish to

delay their child's start at kinder and inform them they need to apply for special consideration as they would be starting school a year later than they have to in Victoria.

- The WPSA are informed if there is a big boom in the Whitehorse community to help plan for kinder applications.
- Concern to offer by birth date when offering kinder to 3 year old places. They are not offered a position until they turn 3, and it is viewed as age discrimination because of their birth date occurring in Feb/March. The upside it can limit the amount of kids who repeat 3 year old kinder. WPSA suggest you give them a preference to defer as part of their criteria, if they are not going to get an offer. (You want to encourage the applicant to defer the child and have that on top of your selection criteria who deferred a place.) 5/36 kinders within the Whitehorse Community have age in their 3yo selection criteria.
- WPSA advise parents who are unsure of when to enroll their child into 3 year old kinder, "would they cope or would they advance."
- Group selection. People nominate a group because of other children they want to be put with. Verbal request to change, advise them they need to move via writing and reason why they are changing.
- Sibling 3 and 4 year old on the same day. Reasonable to consider.
- Group selection in August, when put in with the letter of offer. Gets applications back quicker. Some kinders offering a chance to change the dates as part of the process, but creating difficulty with group selection.
- Discussion on cluster management. Feedback more kinders taken up, teachers changing their opinion about the program.
- **9.00pm – Close**